


NON-UNION**VACANCY NOTICE****#16-05****CS-376**
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: ADMINISTRATOR, LABOR RELATIONS BOARD	
	SALARY RANGE: <u>Unclass. (833A) \$54280-\$61475</u>	CLASSIFICATION CODE: <u>00417300</u>
	Labor & Training <u>Labor Relations Board</u>	REFERENCE POSITION NO.: <u>1 Position</u>
	Department or Agency Name <u>Division/Section/Unit</u>	APPLICATION PERIOD: <u>05-23-05 / 05-27-05</u>
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: <u>Non-Standard Work Week</u>	
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Name of Bargaining Unit Union: _____	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
Statement of Duties	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
Minimum Education & Experience	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES:	
Where to Apply	To serve as administrator to the Rhode Island State Labor Relations Board; to oversee investigations and conduct elections; to conduct informal hearings; to obtain compliance with the terms and provisions of the law; to plan, direct and review the work of staff engaged in investigations and clerical activities; and to do related work as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with an associate's degree supplemented by completion of courses in labor relations; and EXPERIENCE: Such as may have been gained through: employment as a representative of a state government agency which required the making of fact finding investigations and recommendations on labor relations disputes, and employment in a state agency which required the enforcement of laws on labor relations. OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	<div> Walter L. McGarry Human Resources, Bldg. #72-1 1511 Pontiac Avenue Cranston, RI 02920 </div> <div> Telephone #: <u>462-8840</u> TDD #: <u>462-8006</u> (Telecommunication Device for the Deaf) Fax #: <u>462-8849</u> </div> <div>  </div>	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

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